



INFORMATION COMPARING REGISTERED FAMILY DAY CARE HOMES, LICENSED DAY CARE HOMES AND GROUP DAY CARE HOMES

Regulation books and application forms may be obtained from the local child care facility surveyor in most county health departments. If your county does not contract with the Kansas Department of Health and Environment for child care licensing and registration, please contact our office directly at the address and phone number listed above.

<u>REGISTERED FAMILY DAY CARE HOMES</u>	<u>LICENSED DAY CARE HOMES OR GROUP DAY CARE HOMES RESPONSIBILITY</u>
The child care provider must evaluate safety and health standards within his/her own home. Signed statement attesting to these conditions must be submitted for registration (K.S.A. 65-519).	Compliance with safety and health standards within the home is determined by: 1) self-evaluation; and 2) evaluation of safety and health standards by a child care facility surveyor.
<u>NUMBER OF CHILDREN</u>	
Maximum of 6 children in the home at any one time is established by law. This total includes children birth to 16 and the provider's own children under 12. Three of the 6 children may be under 18 months of age (K.S.A. 65-517). Applicant may choose to be licensed, even though six or fewer children are in care.	Licensed Day Care Home: Maximum of 10 children, infancy through 16 years of age with a limited number of children under kindergarten age. This number includes the provider's own children under 11 years of age. Group Day Care Home: Maximum of 12 children with a second adult present. (See Regulations for Licensing Day Care Homes and Group Day Care Homes).
<u>CHECKLIST</u>	
The Safety Evaluation Form is part of the registration application. All applicable items must be in compliance before a certificate can be issued by KDHE (K.S.A. 65-519).	The provider receives a self-evaluation checklist that may be used to help the provider meet and maintain compliance with laws and regulations.
<u>KBI/SRS CHILD ABUSE REGISTRY FORM</u>	
Complete information to conduct background checks on each person over 10 years of age living, working, substituting, and /or regularly volunteering in the home is to be submitted at the time of application, and application renewal. The same information is to be submitted to KDHE within one week for any new person in the home. Screening is done by KBI for criminal history and by SRS for child abuse and/or neglect.	
<u>HOME VISITS</u>	
No registration inspection is made by a child care facility surveyor on behalf of the state prior to issuance of a Certificate of Registration, unless there is a request by the applicant or there is a complaint. KDHE has right of entry to check compliance after receiving either an oral or written complaint (K.S.A. 65-520). Note: Counties or Cities may have local codes or ordinances requiring an inspection and approval for the legal operation of the registered home.	A licensing inspection is conducted at least once every 12 months (K.S.A. 65-512).
<u>PARENT INVOLVEMENT</u>	
Registered providers are required to allow parents access to the day care home during hours of operation. Parents in Registered homes are to be given a "Parent Guide: Registered Family Day Care Homes". A signed parent's acknowledgment is to be kept in each child's file.	Licensed providers are required to allow parents access to the day care home during hours of operation.

<u>HEALTH REQUIREMENTS-ADULT</u>	
Health assessments conducted within the past year are to be on file for day care providers and persons living, working, or volunteering in the home who are 16 years of age and older. A negative TB test obtained no more than two years prior to application or employment must be submitted for persons 16 years of age and older at the time of application or initial employment.	
<u>HEALTH REQUIREMENTS-CHILDREN</u>	
The parent side of the medical record must be completed, including documentation of current immunizations, for each child in care.	<p>The parent side of the medical record must be completed, including documentation of current immunizations, for each child in care.</p> <p>Health assessments are required at the time the child is enrolled but not thereafter.</p>
<u>FEE</u>	
A \$5.00 state fee is to be paid at the time of application or application renewal. Local contractors may charge a local fee. Contact the local child care facility surveyor to determine if a local fee is charged.	A \$15.00 state fee is to be paid at the time of application or application renewal. Local contractors may charge a local fee. Contract the local child care facility surveyor to determine if a local fee is charged.
<u>SMOKING IS PROHIBITED</u>	
Smoking is prohibited inside the day care home during hours of operation (K.S.A. 65-530).	
<u>SPECIFIC SPACE REQUIREMENT</u>	
None required by state law.	25 square feet of available play space is required per child.
<u>INSURANCE</u>	
Accident and liability insurance is required on any vehicle used for transporting children. Other insurance is not required, but recommended.	
<u>GENERAL REQUIREMENTS</u>	
Kansas Administrative Regulations 28-4-122 through 132 are minimum requirements applicable to <u>all</u> categories of child day care and cover parental access to the day care home, parental permission to go off premises, information for criminal and child abuse histories, health of persons 16 years of age or older, emergency preparations and procedures, safety procedures, swimming and wading requirements, transportation requirements, pet policies, and child care practices in regard to supervision, appropriate discipline, prohibited punishment, and diapering and toileting procedures.	
<u>ENFORCEMENT</u>	
The Certificate of Registration may be revoked, denied, or suspended, or the registrant may be fined if false information is given or if the home is found during a complaint investigation to be out of compliance (K.S.A. 65-521, 523, 524, and 526).	The license may be revoked, denied, suspended, or the licensee fined if regulations are not met. (K.S.A. 65-504, 506, 523, 524, and 526).
Failure to comply with child care laws may result in criminal prosecution and a fine of \$5.00 to \$50.00 per day (K.S.A. 65-514 and 515).	
<u>SRS CHILD CARE PURCHASE OF SERVICE</u>	
The Kansas Department of Social and Rehabilitation Services (SRS) may contract with any registered or licensed day care home.	
<u>CHILD AND ADULT CARE FOOD PROGRAM</u>	
The Child and Adult Care Food Program (CACFP) may contract with any registered family day care home, licensed day care or group day care home, operated within the provider's residence, for partial reimbursement for nutritious meals and snacks served to children in care. The Kansas Department of Education administers this program.	